

Shel Burks

Producer
Location Scout/Manager

800.691.9255

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www.thewallproductions.com

Profile

Highly motivated, detailed, professional with almost 20 years of production expertise. Appreciates challenges, diversity, and creative opportunities. Recognizes opportunities and takes proactive measures to capitalize them in favor of the bottom-line. Excels under pressure in demanding, time-sensitive, multiple personality, and creative environments. An assertive proven leader with strong negotiation skills and contractual knowledge.

Experience

Producer, The Wall Productions

2008 to present

Owner of a full-service production agency, specializing in all mediums including, print, film, video, and television.

- Coordinate the client's vision from start to finish within an allotted time and budget.
- Seek and secure locations based on the needs for a particular shoot/scene.
- Manage all scheduling details, permitting, clearances, and contracts.
- Recruit, represent, and supervise all talent and production support staff.

Producer, HSN Inc. (Home Shopping Network)

2003 - 2008

Solely produced over 50 photo and video productions annually for a multi brand parent company of luxury home products.

- Oversaw department budget and ensured projects were completed in accordance within the company's objectives, priorities, time limitations, and budgetary limits.
- Hired and managed all freelance/contractual staff and production crews.
- Implemented processes and procedures to reduce planned budgets by \$350K.

Makeup Artist

1994 to Present

National makeup artist for prominent companies/clients, including, but not limited to Reader's Digest, Proctor & Gamble, MAC Cosmetics, Laura Mercier, Bobbi Brown, Cintas, and Frontgate Catalog. Creative artistry for all mediums (including, print, film, video, and television).

Education

University of Cincinnati
B.S & A.S - Management & French

Cincinnati, OH

Fondation Postuniversitaire Internationale
Certificate - French

Paris, France

Skills

Project Management
Problem Resolution
Recruitment & Casting

Account Management
Team Building & Leadership
Copy & Technical Writing

Budget Administration
Contracts & Negotiation
Interpersonal Skills

Computer Skills

Windows & Macintosh OS Proficient

Access, Adobe Systems (Acrobat Pro, After Effects, Sound Booth, On Location, InDesign, Framemaker, Photoshop, Illustrator, Bridge, Photoshop Elements, Device Central, Dreamweaver, RoboHelp, Version Cue), Daylite, Filemaker Pro, GoLive, Gorilla, HTML, KeyNote, Microsoft Office (Entourage, Excel, Outlook, PowerPoint, Project (Certified), Word (Certified)), Pages, Numbers, SnagIt, SQL/Query, QuickBooks, Showbiz Budgeting